File : Organization + Function

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3 February 1983

MEMORANDUM FOR: See Distribution List

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Chief, Analytic Support Group, CPAS

SUBJECT: ASG Organization, Mission and Functions

1. In order to better support the DI offices in intelligence production and to respond to increasing demands for ASG services, we have made some organizational changes in ASG, to be effective on 1 February 1983. We have made some corresponding adjustments in missions and functions.

2. Attached are: a statement of overall ASG functional responsibilities, a directory of the component organizations of ASG, with names, room and telephone numbers, and a detailed breakdown of ASG component responsibilities. Please disseminate this information as widely as possible within your organization.

3. One major change in our organizational structure is the establishment of a User Assistance Branch, to handle customer requests for information and ADP support. DI analysts and managers who need assistance or consulting on ADP systems or access to data should make this branch their first stop within ASG. The User Assistance Branch will attempt to solve problems on the spot, and will call on other ASG people as required; it will be located in Room 2G40, Headquarters, until later this year. Within 30 days, the User Assistance Branch will be functioning as an information center. It will assist DI personnel who want to create computer files, create computer generated graphics, and use statistical software packages.

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Attachments
  as stated

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ANALYTIC SUPPORT GROUP
FUNCTIONAL RESPONSIBILITIES

The Analytic Support Group, DDI/CPAS, has the following directorate-wide responsibilities in ADP and analytic methodology.

1. Planning

    a. Prepare a long range plan to address:

        —analytic methodologies
        —office automation
        —data bases
        —applications development
        —communications
        —information handling
        —imagery and graphics processing

    b. Represent the DI in Agency information handling planning.

    c. Develop guidelines for DDI offices on:

        —ADP and methodology training
        —procurement of ADP and office automation equipment
        —procurement of software and data
        —ADP software, documentation, and applications development standards

    These guidelines will be used by DI offices in budgeting and planning.

2. Systems Development

    a. Develop and implement improved methods for collection and analysis of quantitative political and economic intelligence. Guide ORD development of analytic aids for the DI.

    b. Identify requirements, design, develop, implement or prototype DI-wide computer applications systems, data bases, and hardware.

    c. Support the development of a limited number of high priority office-unique computer systems.

    d. Review DI ADP and analytic methodology related projects, proposals, and studies.

3. Resource Management

    a. Recruit and provide initial development of ADP staff and quantitative analysts to fill rotational positions established by DI offices. Manage the training and career development of rotational personnel.

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b. Administer and maintain selected DI-wide data bases. Provide guidance to DI office on specialized data bases to be maintained by individual offices.

c. Manage and facilitate access to non-Agency economic, political, military and social data bases.

d. Represent the DI in Agency-wide information handling resources allocation.

e. Coordinate and advise offices in their ADP and Methodology planning to ensure that it meshes with DI long range plans.

4. Consulting and Training

a. Provide training and consultation on the appropriate use of DI-wide computerized data bases, and in office automation and communications.

b. Provide consulting support to users who want to develop their own applications.

c. Provide consulting to analysts in quantitative analysis, research design, and data acquisition.

d. Guide ODP and OTE ADP and methodology training programs to ensure that they meet DI needs.

e. Teach specialized ADP and quantitative analysis courses to meet unique DI needs when courses cannot be provided by ODP, OTE, or external organizations.

f. Provide ADP resource management training to DI office ADP control officers.

g. Provide consulting to offices in the use of contractors in support of ADP projects.

Applications Center
Branch Functions

User Assistance Branch:

Function as the DI 'Information Center'.

Provide consulting to users on:

CUECHART, ECO, TELAGRAF graphics software,

SPSS and SAS statistical software,

RAMIS file structuring, updating, and
querying of data,

Access to External and Internal data bases (initially
DRI and TRADAR).

Act as focal point for information on existing software
available to DI personnel.

Manage ASG Brown Bag Lunch Program.

Publish ASG ADP Newsletter.

Perform CPAS ADP Control Officer Functions.

Coordinate ADP budget for CPAS and Center.

Coordinate external contracts for Center and assist in
development of ADP plans and strategies for Center.

Applications Development Branch:

Identify DI requirements for new computer applications.

Design, program, test, document, and implement new DI
computer applications. This includes the design and
development of new data base systems.

Maintain all software on systems developed by the branch
except for software for data bases turned over to the Data-
Base Support Branch to maintain.

Evaluate new software packages which may improve DI
intelligence analytical and production processes.

Manage the development of CMASS.

Develop ADP applications strategies and plans.

Monitor ODP applications work in support of DI regional and
OGI production offices.

Data Base Support Branch:

Maintain and update computerized DI-wide data bases and software assigned to branch.

Enhance access methods to data bases the branch is responsible for maintaining.

Develop procedures and access methods to external data bases assigned to branch.

Monitor usage of DI-wide internal and external data bases assigned to branch.

Ensure that DI data base policies are followed.

Direct and coordinate the activities of user advisory groups established to provide guidance on data bases assigned to the branch.

Methodology Center
Branch Functions

Analytic Methodology Branch

Identify requirements for, develop and demonstrate the utility of computer simulation, mathematical, and statistical techniques to relevant intelligence problems.

Integrate these methodologies into the DI via their application to extant problems.

Define research requirements for analytical aids, provide guidance on DI needs to ORD as required, and evaluate the utility of those aids.

Provide consultation on statistical analysis and survey design to DI offices, as well as other Methodology Center branchs.

Perform COTR responsibilities for the statistical analysis contracts.

Econometric Branch

Support development and use of the DI's Linked Policy Impact Model (LPIM) in cooperation with EURA and OGI analysts.

Provide guidance and assistance to the DI's economic modeling projects.

Provide periodic U.S. and foreign price index projections to O/COMPT for use in budget formulation.

Identify areas of economic analysis in the DI that would benefit from the application of quantitative methods, and seek to promote their use by entering into collaborative arrangements with the appropriate analysts and component supervisors.

Provide TROLL coordination, consultation, and training to other Agency components.

Aid in the recruitment of quantitative economists for positions in other DI offices, and provide on-the-job training of one to three years duration in the Methodolgy Center for some of these economists.

Political Methodology Branch

Design, manage and analyze survey research projects based on specific DI intelligence analysis projects.

Define sources and acquire data bases that meet directorate-wide requirements for political and social time series information dealing with public opinion and political instability.

Provide recruiting and development of political methodologists for specific DI positions, or as required by the IQ Career Service. The development will include exposure to current modeling techniques, DI Orientation, VM training, and data base accessing training.

Conduct applied research and provide consultation on advanced quantitative political science analysis methods.

Define research requirements for quantitative political analysis, methodologies, provide guidance to ORD as required, and evaluate the utility of these methodologies.

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Resource and Technology Center
Branch Functions

Programs Staff:

   Assist the Chief with administrative matters:

       Prepare ASG budget submissions.
       Monitor ASG expenditures.
       Coordinate all ASG contracting efforts.
       Monitor all RTC travel and training.
       Develop automated means to help with administrative
       functions.

   Coordinate DI activities aimed at implementing both the SAFE
   Early Capability (SEC) and Integrated SAFE in the DI:

       Develop, coordinate, and carry out a plan for the
       allocation of terminals and printers for the SEC and
       Integrated SAFE.

       Identify and coordinate any renovations and furniture
       acquisition required to support the SEC and Integrated
       SAFE.

       Coordinate the preparation of DI personnel for use of
       the SEC and Integrated SAFE. This includes profile
       writing, training, and liaison with a SAFE user
       representative organization.

       Work with the System Development Branch, where
       appropriate, to develop DI requirements for SAFE
       follow-on systems and analyze user interface
       requirements.

       Maintain liaison with other Agency and non-Agency
       components working in your area of interest.

   Identify the best available analytical, data processing, and
   management tools for the DI:

       Keep current in information processing technology.

       Perform exploratory research leading to the
       identification of new capabilities.

       Develop promising capabilities, through the use of
       contractors, to the point that the capabilities can be
       placed in production by the Systems Development Branch.

       Maintain liaison with other Agency and non-Agency
       components working in your area of interest.

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Resources Branch:

Manage and promote the effective use of DI ADP resources:

Recommend and/or develop training programs, and assist in the training of DI personnel in ADP techniques.

Provide consulting services to DI personnel on the use of ADP facilities.

Monitor the use of and, where appropriate, acquire additional ADP resources.

Provide word processing support to DI personnel.

Help design and develop computer-based DI management information systems.

Manage the DI ADP Control Officer Program.

Maintain liaison with other Agency and non-Agency components working in your area of interest.

Document the use of selected ADP tools for DI personnel.

Systems Development Branch:

Develop, install, and maintain ADP tools to support DI personnel:

Evaluate and, where appropriate, introduce information processing tools for DI personnel.

Provide one person approximately half-time to work at the Consolidated SAFE Project Office (CSPO) interpreting requirements, providing responses to CSPO questions, attending CSPO meetings concerning SEC-related activities, and identifying problem areas. On a regular basis, keep the Chief and the SC/RTC apprised of the status of work on both the SEC and Integrated SAFE.

Develop, document, teach, and promote selected new tools in the DI.

Monitor the use of SYS-developed tools as a means of enhancing the tools or related documentation and training.

Maintain liaison with other Agency and non-Agency components working in your area of interest.